



WASHOE COUNTY

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CM/ACM JoH
Finance MM
DA _____
Risk Mgt. AE
HR JR
Other _____

STAFF REPORT BOARD MEETING DATE: June 9, 2015

DATE: May 20, 2015
TO: Board of County Commissioners
FROM: John Listinsky, Director of HR/Labor Relations
328-2089, jlistinsky@washoecounty.us
THROUGH: Joey Orduna Hastings, Assistant County Manager
328-2000, jhastings@washoecounty.us
SUBJECT: Recommendation to approve the conversion of the Guardian Case Manager job classification, pay grade L, to a flexibly staffed series consisting of a Guardian Case Manager II, pay grade L, a Guardian Case Manager I, pay grade K, and a Guardian Case Manager Trainee, pay grade I (Public Guardian) as evaluated by the Job Evaluation Committee, and elimination of unused or obsolete job classifications as listed in Exhibit 1. There is no fiscal impact associated with these actions. (All Commission Districts)

SUMMARY

Recommendation to approve the conversion of the Guardian Case Manager job classification, pay grade L, to a flexibly staffed series consisting of a Guardian Case Manager II, pay grade L, a Guardian Case Manager I, pay grade K, and a Guardian Case Manager Trainee, pay grade I (Public Guardian) as evaluated by the Job Evaluation Committee, and elimination of unused or obsolete job classifications as listed in Exhibit 1. There is no fiscal impact associated with these actions.

Washoe County Strategic Objective supported by this item: Valued, engaged employee workforce.

PREVIOUS ACTION

Periodically, the Board approves reclassifications as necessary during the fiscal year to support department reorganizations and realignment of resources to improve efficiency and effectiveness.

The Job Evaluation Committee (JEC) meets at least once a month to evaluate new positions and reclassification requests from departments within the County. Appeals and management level requests are sent to the HAY Group for review and evaluation.

On April 28, 2015 the Board approved both new and reclassification requests submitted and evaluated by the JEC during the FY 15/16 annual budget process.

On April 28, the Board approved the reclassification of a Recording Supervisor to a Deputy County Recorder, pay grade G (County Recorder).

AGENDA ITEM # 5D

On March 24, 2015, the Board approved reclassifications of an Engineering Services Technician to an Environmental Engineer II (Community Services) and a Licensed Practical Nurse to a Public Health Nurse II (Senior Services).

BACKGROUND

Washoe County Code 5.098 (4) provides that all recommendations made by the Job Evaluation Committee for the creation of a new classification, reclassification, abolishment of an existing classification, consolidation of classifications, alternation of existing classifications, or where there is a fiscal impact, must be forwarded to the Board of County Commissioners for final action.

The Public Guardian’s Office has been working closely with Human Resources on succession planning, which has highlighted the need to create additional, lower levels to the Guardian Case Manager job classification. This request would convert the existing Guardian Case Manager job to a flexibly staffed series consisting of a Guardian Case Manager Trainee, I and II. Creating additional levels will allow the department the flexibility of hiring someone at the Trainee level which will give new staff two years of experience before they start handling the more complex cases. It will also allow support staff within the Public Guardian’s Office to move into a Guardian Case Manager Trainee position if they wish to pursue this career option. Additionally, it will provide the journey level case managers the opportunity to develop supervisory/personnel skills which is also necessary to promote up to the Supervising Guardian Case Manager job.

Reclassification of the Guardian Case Manager Flexibly Staffed Series:

Department	Current Job Class	Recommended Job Classes	Annual Cost
Public Guardian	Guardian Case Manager, pay grade L (\$24.89 - \$32.33)	Guardian Case Manager II, pay grade L (\$24.89 - \$32.33)	\$0
		Guardian Case Manager I, pay grade K (\$23.26 - \$30.27)	\$0
		Guardian Case Manager Trainee, pay grade I (\$20.59 - \$26.75)	\$0

As part of the regular and ongoing maintenance of the classification plan, Human Resources/Labor Relations periodically request that job classes no longer being used be removed from the system in order to more efficiently administer the plan. The complete listing is attached here as Exhibit 1.

FISCAL IMPACT

There is no fiscal impact associated with the elimination of the unused job classifications, nor is there fiscal impact associated with the creation of the flexibly staffed Guardian Case Manager series. As the Public Guardian is able to hire new staff in at the lower levels in the future, this will potentially create cost savings.

RECOMMENDATION

Recommendation to approve the conversion of the Guardian Case Manager job classification, pay grade L, to a flexibly staffed series consisting of a Guardian Case Manager II, pay grade L, a Guardian Case Manager I, pay grade K, and a Guardian Case Manager Trainee, pay grade I (Public Guardian) as evaluated by the Job Evaluation Committee, and elimination of unused or obsolete job classifications as listed in Exhibit 1.

POSSIBLE MOTION

Should the Board agree with staff's recommendation, a possible motion would be:

Move to approve the conversion of the Guardian Case Manager job classification, pay grade L, to a flexibly staffed series consisting of a Guardian Case Manager II, pay grade L, a Guardian Case Manager I, pay grade K, and a Guardian Case Manager Trainee, pay grade I (Public Guardian) as evaluated by the Job Evaluation Committee, and elimination of unused or obsolete job classifications as listed in Exhibit 1.

EXHIBIT 1
JOBS TO BE DELIMITED (06/09/2015 BCC Staff Report Attachment)

JOB CLASS #	JOB TITLE	BU	GRADE
60009002	CUSTODIAL WORKER	W	BB
60000344	DEPARTMENT SYSTEMS SUPPORT ANALYST	Y	NN
60006151	DIVISION DIRECTOR - ADULT SERVICES	C	TT
60006135	DIVISION DIRECTOR - CHILDREN'S SERVICES	C	VV
60003046	ENGINEERING SERVICES TECHNICIAN	Y	II
60006134	FISCAL MANAGER/SOCIAL SERVICES	Y	RR
60015550	GUARDIAN CASE SPECIALIST	W	II
60016025	LAND ACQUISITION MANAGER	Y	RR
60002260	LATENT FINGERPRINT EXAMINER	W	LL
60008004	MAINTENANCE WORKER III	W	HH
60016351	NNCTC TERRORISM LIAISON OFFICER	Y	PP
60004008	SEASONAL PARK AIDE TRAINEE	S	
60016131	SR. BUILDING INSPECTOR	W	MM
60000413	SR. BUYER	Y	NN
60003011	SR. UTILITY WORKER	W	JJ
60015828	SUPERVISOR UTILITY WORKER	Y	KK
60016200	UTILITY SYSTEMS CONTROL SPECIALIST	W	MM
60003050	WATER RIGHTS MANAGER	Y	PP
60003048	WATER METER TECHNICIAN I	W	FF
60003049	WATER METER TECHNICIAN II	W	HH
60003047	WATER RIGHTS TECHNICIAN	W	JJ
60015425	WATER TREATMENT PLANT OPERATOR	W	NN